



HEADQUARTERS NEW JERSEY ARMY AND AIR NATIONAL GUARD
NEW JERSEY DEPARTMENT OF MILITARY AND VETERANS AFFAIRS
3650 SAYLORS POND ROAD
FORT DIX, NEW JERSEY 08640-7600

ARMY BULLETIN NO. 10

10 August 2001

DRUG TESTING – ADMINISTRATIVE PROCEDURES (POTO-CDTF)

1. Appointment of Alcohol and Drug Control Officers (ADCO) and Unit Prevention Leader (UPL)

a. References: NGR(AR) 600-85 dated 1Mar90, Chapter 1, paragraph 1-5g and Chapter 2, paragraph 2-8d. Commander's Guide & Unit Prevention Leader (UPL) Urinalysis Collection Handbook, dated 1May00, Chapter 2, paragraph 2-1B.

b. ADCO'S at Brigade and Battalion levels, UPL's and assistant UPL's are to be assigned on appointment orders. See attached format for appointment orders. Copies of orders will be forwarded to Headquarters, New Jersey National Guard, 3650 Saylor's Pond Rd., Fort Dix, New Jersey 08640-7600, ATTN: SFC Cynthia S. Carlucci, NLT: 1 Oct 01.

2. Roster of soldiers to be drug tested and allied papers.

Unit Prevention Leaders (UPL) will open the envelope that contains the list of soldiers to be tested in the presence of his/her commander or commander's representative on the day of drug test, **NOT BEFORE**. The envelope containing the list of soldiers to be drug tested will be stored in a secure place, such as the supply room or locked container.

OFFICIAL:

THOMAS J. SULLIVAN
COL, GS, NJARNG
Command Administrative Officer

PAUL J. GLAZAR
Major General, NJARNG
The Adjutant General

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UNIT HEADING

Date

MEMORANDUM FOR SGT Joe Snuffy, 123-45-6789, Co B, 3rd Bn, 551st IN

SUBJECT: Appointment of ADCO (Alcohol and Drug Control Officer)
Or
Appointment of UPL (Unit Prevention Leader)

1. Effective _____ and for an indefinite period, you are appointed ADCO or UPL of unit designation for the purpose of serving as the Unit Commander's primary advisor and point of contact for all ADAPCP (Alcohol and Drug Abuse Prevention and Control Program) matters to include drug urinalysis testing.
2. Guidance is contained in NGR(AR) 600-85, dated 1 Mar 90 and the Commander's Guide & Unit Prevention Leader (UPL) Urinalysis Collection Handbook, dated 1 May 00.

Commander's Signature Block